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Executive Registry  
5-6327

Chief, Management Staff, DD/A

JUN 2 1954

Chief of Logistics

Request for Change in Logistics Office and Office of Comptroller  
Tables of Organization

1. Approximately one year ago two positions were established in the Logistics Office for the purpose of developing data and machine techniques to be used in connection with the processing of material requirements. With the concurrence of the former Machine Records Branch, General Services Office, this job was undertaken with Logistics personnel. The work has actually required the service of three persons full time developing the data and techniques and establishing the necessary procedures. This task is now complete and the maintenance and continuance of the system is required.

2. A management review of all functions performed by this Office has just been completed in connection with the Classification Survey now under way. This review, and discussions with representatives of the Management Staff, DD/A, indicates that the handling of this work is now properly a matter of normal routine in the Machine Records Division. Accordingly, discussions have been held by representatives of this Office, Machine Records Division, and the Management Staff and informal agreement has been reached to effect the transfer. Further, it has been concluded that current and anticipated manpower needs for the continuation of the work will require the full time services of two employees who are familiar with both the logistics requirements and machine methods.

3. It is therefore, recommended that Positions Nos. R 521 and R 729 be transferred to Machine Records Division with primary responsibilities to maintain machine records, develop machine methods and accomplish tabulations as necessary to continue this project for the Logistics Office. It is further recommended that incumbents [redacted] respectively, together with a ceiling of two (2) be transferred with these positions.

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In Class. ☐

Class. Changed To: TS S 6

Next Review Date:

HR 70-3 15 DEC 1978

By: 015

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4. In proposing

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4. In proposing this transfer, it is my understanding that the Machine Records Division will be able to accomplish the required work and in the same manner as though the present arrangement were continued.

  
JAMES A. GARRISON

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LO/AS/ECB:vmm (27 May 1954)

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CWS's 121

Approved For Release 2001/03/30 : CIA-RDP78-04718A001600140015-5

JUN 30 1954

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MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Transfer of Positions from Logistics  
Office to Machine Records Division,  
Office of the Comptroller

REFERENCE : Chief of Logistics' Memorandum dated  
2 June 1954

1. The proposal to transfer Position R-521, Supply Requirements Officer, GS-2010-11 and Position R-729, Tab Project Planner, GS-0359-07 from the Logistics Office to the Machine Records Division has been reviewed from a classification standpoint.

2. Based on classification review and discussions with the Chief, Machine Records Division, it has been determined that these positions will be identical to the Tabulation Project Planner, GS-11 and the Tabulating Equipment Operation Supervisor, GS-7 positions currently established. Approval is recommended on this basis.

[REDACTED]  
Deputy Assistant Director for Personnel

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Attachment  
Referenced Memorandum

Document No.	018
to Change in Class.	X
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ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Attachment

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Chief, Management Staff

17 June 1954

Chief, Budget Division

Request for Change in Logistics Office and Office of the  
Comptroller Tables of Organization.

1. Reference is made to your memorandum of 2 June 1954 from Chief of Logistics to Chief, Management Staff, DD/A, requesting that two (2) positions now on the T/O of Logistics Office be transferred to the Machine Records Division of the Office of the Comptroller. These two positions are:

Grade	Title	Slot No.	Incumbent
GS-11	Supply reqts officer	R 521	[REDACTED]
GS-7	Tab Project Planner	R729	[REDACTED]

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2. These positions involve maintenance of machine records, developing machine methods, and accomplishing tabulations in connection with the processing of materiel requirements for the Logistics Office. It is believed that this type of machine work should be in the Machine Records Division of this office. Therefore, the Office of the Comptroller concurs in the request made by the Logistics Office providing ceiling, funds, and incumbents are transferred.

3. If this transfer is approved, these two positions should be changed in title and placed on the Machine Records Division current T/O as follows:

MACHINE RECORDS DIVISION

Office of Chief

GS-11 Tab Project Planner M-

Special Projects Branch

GS-7 Tab Equipment Operator Supervisor M-

Document No. 019

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1 - Comptroller

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29 July 1951

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: Personnel Ceiling for the Logistics Office

My memorandum of 21 July 1951 on the above subject set  
the Logistics Office personnel ceiling at [REDACTED] This ceiling  
of [REDACTED]  
positions.

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15/  
L. K. WHITE  
Deputy Director  
(Administration)

DD/A:LKW:laq  
Distributions:  
cc: Chief, Logistics Office  
Comptroller  
Management Staff  
DD/A chrono  
DD/A subject:

No. 020	
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<input type="checkbox"/> Declassified	
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